

Utah Metro Occupational Projections 2000 - 2010

by Occupational Group

	Employment		Annual Job Openings			Hourly Wage		Training Level
	2000	2010	Growth	Replacements	Total	Entry	Average	
Office and Administrative Support Occupations	162,550	196,200	3,360	3,360	6,730			
Supervisors, Office and Administrative Support Workers	8,050	9,890	180	160	340	\$11.30	\$17.50	Related Experience
Communications Equipment Operators	1,450	1,310	0	40	40			
<i>Switchboard Operators, Including Answering Service</i>	1,250	1,180	0	40	40	\$7.60	\$9.70	Short-Term OJT
<i>Telephone Operators</i>	180	110	0	10	10			Short-Term OJT
Financial Clerks	25,510	29,380	390	660	1,040			
<i>Bill and Account Collectors</i>	5,640	7,100	150	140	290	\$9.60	\$13.00	Short-Term OJT
<i>Billing and Posting Clerks and Machine Operators</i>	3,670	4,440	80	90	170	\$9.20	\$11.80	Short-Term OJT
<i>Bookkeeping, Accounting, and Auditing Clerks</i>	11,010	12,490	150	220	360	\$8.90	\$12.40	Moderate OJT
<i>Payroll and Timekeeping Clerks</i>	1,110	1,250	10	30	50	\$10.20	\$13.50	Short-Term OJT
<i>Procurement Clerks</i>	680	660	0	20	20	\$10.00	\$14.00	Short-Term OJT
<i>Tellers</i>	3,400	3,450	0	160	170	\$7.80	\$9.30	Short-Term OJT
Information and Record Clerks	46,460	59,910	1,340	780	2,130			
<i>Brokerage Clerks</i>	240	300	10	0	10	\$10.70	\$14.20	Moderate OJT
<i>Correspondence Clerks</i>	260	300	0	10	10	\$9.80	\$12.60	Short-Term OJT
<i>Court, Municipal, and License Clerks</i>	940	1,230	30	20	40	\$5.80	\$10.00	Short-Term OJT
<i>Credit Authorizers, Checkers, and Clerks</i>	2,090	2,220	10	20	30	\$8.10	\$12.20	Short-Term OJT
<i>Customer Service Representatives</i>	18,690	26,230	750	160	910	\$8.60	\$11.40	Moderate OJT
<i>Eligibility Interviewers, Government Programs</i>	80	80	0	0	0			Moderate OJT
<i>File Clerks</i>	1,790	2,090	30	60	90	\$7.40	\$9.80	Short-Term OJT
<i>Hotel, Motel, and Resort Desk Clerks</i>	1,070	1,610	50	50	100	\$7.50	\$8.70	Short-Term OJT
<i>Interviewers, Except Eligibility and Loan</i>	1,780	2,770	100	40	140	\$6.20	\$8.40	Short-Term OJT
<i>Library Assistants, Clerical</i>	680	910	20	30	50	\$6.20	\$7.40	Short-Term OJT
<i>Loan Interviewers and Clerks</i>	1,510	1,220	0	10	10	\$10.20	\$13.20	Short-Term OJT
<i>New Accounts Clerks</i>	480	560	10	10	20	\$9.60	\$10.60	Related Experience
<i>Order Clerks</i>	2,950	2,840	0	60	60	\$8.90	\$11.80	Short-Term OJT
<i>Human Resources Assistants, Except Payroll and Timekeeping</i>	1,030	1,280	30	20	50	\$10.40	\$14.10	Short-Term OJT
<i>Receptionists and Information Clerks</i>	7,740	10,050	230	170	400	\$7.60	\$9.70	Short-Term OJT
<i>Reservation and Transportation Ticket Agents and Travel Clerks</i>	4,280	5,130	90	120	200	\$8.10	\$12.80	Short-Term OJT
Miscellaneous Information and Record Clerks	870	1,100	20	10	40			
Information and Record Clerks, All Other	80	90	0	0	0			Short-Term OJT
Financial, Information, and Record Clerks, All Other	790	1,020	20	10	30	\$9.70	\$14.90	Short-Term OJT

*Annual Wage.

Note: Detail may not add to totals because of the exclusion of small occupations and rounding.

Source: Utah Department of Workforce Services, June 2003.

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Material Recording, Scheduling, Dispatching, and Distributing Workers	25,680	30,230	450	700	1,150			
<i>Cargo and Freight Agents</i>	<i>650</i>	<i>740</i>	<i>10</i>	<i>10</i>	<i>20</i>	<i>\$9.40</i>	<i>\$12.90</i>	<i>Moderate OJT</i>
<i>Couriers and Messengers</i>	<i>1,280</i>	<i>1,410</i>	<i>10</i>	<i>40</i>	<i>50</i>	<i>\$6.30</i>	<i>\$8.40</i>	<i>Short-Term OJT</i>
<i>Dispatchers</i>	<i>2,140</i>	<i>2,660</i>	<i>50</i>	<i>40</i>	<i>90</i>			
Police, Fire, and Ambulance Dispatchers	420	570	20	10	20	\$10.70	\$13.80	Moderate OJT
Dispatchers, Except Police, Fire, and Ambulance	1,720	2,100	40	30	70	\$11.50	\$17.50	Moderate OJT
<i>Meter Readers, Utilities</i>	<i>190</i>	<i>150</i>	<i>0</i>	<i>10</i>	<i>10</i>	<i>\$9.30</i>	<i>\$12.50</i>	<i>Short-Term OJT</i>
<i>Postal Service Workers</i>	<i>2,800</i>	<i>3,110</i>	<i>30</i>	<i>70</i>	<i>110</i>			
Postal Service Clerks	390	430	0	10	10	\$16.50	\$18.20	Short-Term OJT
Postal Service Mail Carriers	1,510	1,680	20	50	60	\$16.30	\$18.30	Short-Term OJT
Postal Service Mail Sorters, Processors, and Processing Machine Operators	900	1,000	10	20	30	\$9.50	\$14.90	Short-Term OJT
<i>Production, Planning, and Expediting Clerks</i>	<i>2,080</i>	<i>2,500</i>	<i>40</i>	<i>40</i>	<i>80</i>	<i>\$8.80</i>	<i>\$14.90</i>	<i>Short-Term OJT</i>
<i>Shipping, Receiving, and Traffic Clerks</i>	<i>5,610</i>	<i>6,550</i>	<i>90</i>	<i>110</i>	<i>210</i>	<i>\$8.20</i>	<i>\$11.30</i>	<i>Short-Term OJT</i>
<i>Stock Clerks and Order Fillers</i>	<i>10,400</i>	<i>12,430</i>	<i>200</i>	<i>370</i>	<i>570</i>	<i>\$7.50</i>	<i>\$10.20</i>	<i>Short-Term OJT</i>
<i>Weighers, Measurers, Checkers, and Samplers, Recordkeeping</i>	<i>440</i>	<i>550</i>	<i>10</i>	<i>10</i>	<i>20</i>	<i>\$9.60</i>	<i>\$14.20</i>	<i>Short-Term OJT</i>
<i>Material Recording, Scheduling, Dispatching, & Distributing Workers, All Other</i>	<i>100</i>	<i>120</i>	<i>0</i>	<i>0</i>	<i>10</i>	<i>\$9.70</i>	<i>\$14.50</i>	<i>Short-Term OJT</i>
Secretaries and Administrative Assistants	21,080	25,180	410	360	770			
<i>Secretaries and Administrative Assistants</i>	<i>21,080</i>	<i>25,180</i>	<i>410</i>	<i>360</i>	<i>770</i>			
Executive Secretaries and Administrative Assistants	9,250	11,250	200	160	360	\$11.10	\$14.60	Moderate OJT
Legal Secretaries	1,760	2,150	40	30	70	\$11.80	\$14.90	Vocational
Medical Secretaries	1,360	1,860	50	20	70	\$9.10	\$11.50	Vocational
Secretaries, Except Legal, Medical, and Executive	8,710	9,920	120	150	270	\$8.70	\$11.40	Moderate OJT

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Other Office and Administrative Support Workers	34,320	40,310	600	670	1,270			
<i>Computer Operators</i>	<i>1,480</i>	<i>1,300</i>	<i>0</i>	<i>30</i>	<i>30</i>	<i>\$8.00</i>	<i>\$13.60</i>	<i>Moderate OJT</i>
<i>Data Entry and Information Processing Workers</i>	<i>5,700</i>	<i>6,070</i>	<i>40</i>	<i>90</i>	<i>130</i>			
Data Entry Keyers	5,040	5,430	40	80	120	\$7.90	\$10.00	Moderate OJT
Word Processors and Typists	650	640	0	10	10	\$8.00	\$11.50	Moderate OJT
<i>Desktop Publishers</i>	<i>180</i>	<i>340</i>	<i>20</i>	<i>0</i>	<i>20</i>	<i>\$9.60</i>	<i>\$13.10</i>	<i>Vocational</i>
<i>Insurance Claims and Policy Processing Clerks</i>	<i>1,500</i>	<i>1,400</i>	<i>0</i>	<i>30</i>	<i>30</i>	<i>\$10.20</i>	<i>\$12.60</i>	<i>Moderate OJT</i>
<i>Mail Clerks and Mail Machine Operators, Except Postal Service</i>	<i>1,850</i>	<i>2,010</i>	<i>20</i>	<i>50</i>	<i>70</i>	<i>\$8.50</i>	<i>\$9.80</i>	<i>Short-Term OJT</i>
<i>Office Clerks, General</i>	<i>19,680</i>	<i>24,710</i>	<i>500</i>	<i>380</i>	<i>880</i>	<i>\$7.70</i>	<i>\$10.60</i>	<i>Short-Term OJT</i>
<i>Office Machine Operators, Except Computer</i>	<i>1,030</i>	<i>1,100</i>	<i>10</i>	<i>40</i>	<i>40</i>	<i>\$8.20</i>	<i>\$12.50</i>	<i>Short-Term OJT</i>
<i>Proofreaders and Copy Markers</i>	<i>200</i>	<i>240</i>	<i>0</i>	<i>10</i>	<i>10</i>	<i>\$7.70</i>	<i>\$10.30</i>	<i>Short-Term OJT</i>
<i>Statistical Assistants</i>	<i>160</i>	<i>190</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>\$7.80</i>	<i>\$11.90</i>	<i>Moderate OJT</i>
<i>Miscellaneous Office and Administrative Support Workers</i>	<i>2,550</i>	<i>2,950</i>	<i>40</i>	<i>40</i>	<i>80</i>			
Office and Administrative Support Workers, All Other	1,480	1,660	20	20	40			Short-Term OJT
Secretaries, Administrative Assistants, and Other Office Support Workers	1,070	1,290	20	20	40	\$7.60	\$11.40	Short-Term OJT

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